

## **Town of Maynard- Facilities Manager**

The Town of Maynard is a municipality of 10,500 residents and is seeking an experienced and innovative Facilities Manager who will be the catalyst for a new era of effective maintenance and capital improvement of Town facilities.

### *Responsibilities of Position:*

The Town seeks an individual who will be responsible for managing the maintenance, repair, improvement and upkeep of all Town owned properties, including both Town occupied and Town leased/rented properties. The Town portfolio includes:

- 4 buildings of general government
- 4 buildings of school administration and education
- 2 buildings of water and wastewater services
- Town owned developed land and vacant/open /recreation space and other ancillary structures (e.g. pump stations, water tanks, support structures) may be included.

The selected individual will be responsible for the initial development and subsequent administration of a comprehensive maintenance program including overall maintenance, planning and scheduling of both long and short range construction and maintenance projects related to the specific needs of Town properties as they are identified. Responsibilities will include coordination of Town Capital Projects with relevant Town committees which will use the position as a resource for the overall maintenance needs of the properties under their management.

The **Facilities Manager** is responsible for the upkeep and inventory of all relevant information related to each Town property including but not limited to: site survey documents; "as-built" construction documents; equipment lists; parts lists; routine and preventative maintenance schedules; study and planning documentation; building assessment documentation; O&M manuals; Certificates of Occupancy; etc.

Duties will include establishing a maintenance program that includes long- and short-term maintenance priorities, preparation of budgets/estimates/schedules related to the upkeep and capital improvement of Town properties, and presentation of information to Town Groups, Departments, and Boards as required. The "manager" will be responsible for coordinating major systems maintenance and repair related to buildings (eg. HVAC, elevators, fire suppression, electrical hot water). Included, but not limited to those coordinating responsibilities will be scheduling, maintaining service agreements and qualifying vendors for repairs or maintenance of said systems. Responsibilities also include the development and implementation of work order, inventory and information tracking programs and/or tools to assist with the prioritization of maintenance needs, resource planning, delivery and budget allocation required to keep Town properties at the highest operational/functional levels possible.

Position is highly interactive requiring regular reporting to the Town Administrator as part of the day-to-day operations, as well as additional "as needed" reports to the School Superintendent, Wastewater and Water Treatment Management, Board of Selectmen, School Committee and Capital Planning Committee. Day-to-day interactions will occur with department heads and maintenance staff to ensure the most effective use of resources when maintenance services are needed, consistent with the overall maintenance program.

### *Experience required includes:*

Knowledge of routine and preventative maintenance, work order system development, capital assessment and improvement methodologies and implementation, project planning, scheduling, estimating, and procurement is required, along with the ability to manage multiple projects simultaneously. Experience evaluating and managing contract labor and the contractual requirements of such resources is necessary. Requires a background of ten to fifteen (10 - 15) years in property maintenance and/or construction related projects and planning. Demands an understanding of total building systems including but not limited to: Site Improvements; Exterior Envelopes (Exterior Cladding Systems, Windows and Doors, Roofing Systems, Building Insulation Systems); Structural Systems; Plumbing Systems; HVAC Systems; Electrical Systems; Fire Protection Systems; Communications Systems; Security Systems;

Energy Usage Analysis; Planning for Barrier-free Access; etc. Position requires an understanding and familiarity of the Adaptive Re-Use of Properties to meet the needs of a growing community.

Also desirable is five to ten (5 - 10) years of management level experience in or related to, public facilities and/or facilities that accommodate and continually meet the needs of the public on a daily basis, with a special emphasis on school age children, the elderly and populations that may require accommodations due to disabilities.

Outstanding interpersonal skills including: an attention to detail; an overall client service attitude; and an ability to focus on the resolution of building related issues is required. Position requires an ability to effectively interface with diverse groups, Town boards and departments, and an ability to prioritize competing goals/interests of each group. Complex organizational skills and an ability to negotiate effectively with both internal and external groups, is an important skill to the position. Excellent public presentation skills are required to effectively advocate for the needs of all Town Buildings and Properties. An understanding of the complexities of working in coordination with a Union shop is necessary.

Proficiency with Microsoft Office (Word, Excel and Access), Work Order, Inventory, Estimating/Scheduling software packages and Microsoft Project or equivalent software programs are desired.

*Specific Skills that may be needed includes:*

MA License in one of the major trades (Electrical, Plumbing, HVAC, etc.) is desirable.

MA Unrestricted Construction Supervisors License is desirable.

MA Professional Engineer and/or MA Registered Architect are desirable.

Massachusetts Certified Public Purchasing Official (MCPPO) certification is desirable.

LEED Professional Credentials from the Green Building Certification Institute (GBCI) are desirable.

Courses in rules and regulations related to various governing agencies, i.e. NFPA, OSHA, DEP, Building Codes, Handicapped Accessibility, Etc. are desirable.

*Education:*

Bachelors Degree in Engineering; Facilities Management; Construction Management; Architecture; or related fields is strongly preferred and additional graduate level degree and/or management courses is desirable however a candidate with a combination of education and extensive work experience will be strongly considered .

*Other knowledge:*

Familiarity with NFPA, OSHA, DEP, Building Codes, Handicapped Accessibility Guidelines, Energy Codes, LEED, etc. and other government regulations as it relates to buildings and systems are desired.

Familiarity with Commonwealth of Massachusetts regulations related to Public Construction.

Familiarity with Standard Design Practices and/or Means and Methods of Construction is desired.

*Authority Description of the position includes:*

The position reports to the Town Administrator and will be responsible for equally representing all Town interests during maintenance, repair and upkeep of all Town properties.

The position is expected to meet regularly with building stakeholders and work to address maintenance needs and requirements of each, especially during initial development of the maintenance program.

This position has the authority to prioritize tasks with the goal of providing the highest level of quality for the cost effective maintenance, repair and upkeep of all Town properties.

This position has the authority and the responsibility for selecting, engaging, directing and supervising outside contractors, architects, engineers, vendors, and other consultants in connection with maintenance and upkeep of all Town properties.

This position has the authority to accept and reject the work or product of contractors, architects, engineers, vendors, and other consultants in connection with maintenance and upkeep of all Town properties. Position can assist in the hands-on assessment and maintenance of systems as necessary.

Candidates should forward a letter of interest, and resume to:

Town of Maynard Facility Manager Selection Committee  
Maynard Town Hall  
195 Main Street  
Maynard, MA 01754

Deadline: 4:00 PM, March 4, 2011